



822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Fax: 1-803-436-2652

SWAN LAKE-IRIS GARDENS
HEATH PAVILION RESERVATION

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Heath Pavilion is available for the public to enjoy. In reserving the pavilion, the following conditions must be agreed upon:

- All outdoor cooking equipment requires prior permission and will be used in designated areas **ONLY**.
- Picnic tables under the pavilion will **NOT** be moved except by prior arrangement, and then **only** by parks staff.
- The pavilion and surrounding area will be left clean as found.
- **All** trash will be put in the garden roll-a-way carts located outside of the pavilion.
- Curtains may **NOT** be raised or lowered except by parks staff.
- Kitchen area will be left clean and free of debris.
- **Inflatables are NOT allowed.** Recreational equipment must have prior approval.
- Rental Hours begin when set up begins and run continuously until pavilion is completely vacated. The pavilion and premises are to be cleared no later than 11:00 p.m.
- Tape, ribbon or soft wire may be used in decorating and must be removed prior to departing. **TACKS, STAPLES OR NAILS ARE NOT ALLOWED.** All candles must be contained, no open flames.
- **NO ALCOHOLIC BEVERAGES ALLOWED WITHOUT PRIOR APPROVAL.** Alcohol use must be confined to immediate area, and is not permitted outside the gates.
- Picking of vegetation, including flowers, is **NOT** allowed. **NO** pets, bicycles, fireworks, and fishing. Smoking is Prohibited.
- Four (4) adult chaperones are required for all events given for teenagers.
- Live entertainment is **NOT** permitted without prior permission. Groups using amplification will take into consideration the volume used due to surrounding residential areas.
- **A deposit must be made to secure a date for the event.** If the event is cancelled, a two week notice is required and the deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability.
- Parking is available in the lot located at the end of Garden Street behind the Heath Pavilion. Loading and unloading is allowed at the end of Garden Street. **Parking is NOT permitted along Garden Street or in the parking lot of Swan Lake Apartments. VIOLATORS WILL BE TOWED AT OWNER'S EXPENSE!**
- The City is not responsible for items left after an event.
- **Leasee of the pavilion is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.**

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE Heath Pavilion WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

HEATH FEE SCHEDULE:

Day: 10am – 5pm, Monday-Friday

*Entire facility including kitchen \$40.00 per hour

Evening: 5pm – 11pm

*Entire facility including kitchen

***Monday – Thursday** \$50.00 per hour

***Fridays, weekends & holidays** \$60.00 per hour
(4 hours minimum)

Table removal:

*10 tables or less 1 hour rental fee

*All tables removed (depending on availability) 2 hour rental fee

A Deposit of \$100 is required for all events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event date or subject to cancellation. Payment must be cash or credit card if scheduling and paying for an event in less than two weeks of event date. Make checks payable to: City of Sumter.

Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be **cash** or **credit** and will include the returned check fee.

REQUEST FOR RESERVATION:

Day:

Monday – Friday:

_____ Hours @ \$40.00 per hour \$_____ +\$100. Deposit

Evening:

Monday – Thursday:

_____ Hours @ \$50.00 per hour \$_____ + \$100. Deposit

Fridays, weekends & holidays:

(4 hours minimum)

_____ Hours @ \$60.00 per hour \$_____ + \$100. Deposit

Tables:

_____ 10 tables or less

_____ All tables removed

Event Hours of Rental

Setup Time Begins

Event Begins

Cleanup Time Ends

Total cost for this reservation: \$_____

Payment due date: _____

Please check if you will be using any of the following:

_____ Outdoor cooking equipment _____ Alcohol

_____ Use of Pull Down Curtains _____ Live Entertainment

SECURITY REQUIREMENTS

***Effective January 17, 2013, security will be required for all rentals. The safety/security personnel must be off-duty uniformed Sumter Police Officers. The security fee is \$20.00 per hour for 75 people or more. The Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force.**

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE HEATH PAVILION WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

The Management of the Heath Pavilion reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 75 guests up to the maximum of 125. This is a mandatory requirement for all individuals utilizing the Heath Pavilion. The safety/security personnel will be required to be present 30 minutes before the building is open to the public until at least 30 minutes after the program is completed. The safety/security personnel must be off-duty uniformed Sumter Police Officers. Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force. I understand the requirement to have Sumter off-duty police officers to act as safety/security personnel during the lease period. **I understand that if I have not secured an off-duty uniformed officer then the Heath Pavilion will refuse entry of additional patrons above the scheduled number in the party.** (Pay Rate: \$20 per Officer, per hour) SIGNED _____ DATE _____

Event Hours of Rental

Setup Time Begins

Event Begins

Cleanup Time Ends

Security officer(s) arrive(s) 30 minute prior

Security officer(s) depart(s) 30 minutes following

Number of Officers Needed: _____ Hours Needed: _____

Total Cost For Security: \$ _____ (Security Officer Fee's Must Be Paid with Separate Money Orders)

RENTAL APPLICATION

(Heath Pavilion)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ Event Date Requested: _____

Name of Organization: _____

Organization Phone: _____

Name of Person Responsible for Use: _____

Address:

Day Phone: _____ Night Phone: _____

Name of Person Responsible for Payment (If same as above please write same):

Name: _____

Address: _____

Phone: _____

Type/Details of Event:

Number of Attendees: _____ Event Coordinator: _____

(Heath Pavilion)
FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the Heath Pavilion and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

Signature of Renter Please Print Signature Date

Signature of Visitors Center Staff Date

For Office Use and Refund Approvals:

Deposit: _____ Check#: _____ Credit Card#: _____

Deposit Paid By: _____ Exp. Date: _____ VIN#: _____

Payment Paid By: _____

Balance Due: _____ Total Paid: _____

Deposit Received: _____ Rental Fee Received: _____

____Deposit: 110-0000-228.44-11

____Rent: 110-0000-364.44-11

The Heath Pavilion has been inspected and deposit may be refunded.

Signature Date Event date: _____

The Heath Pavilion has been inspected and conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Signature of Event Attendant Date

Event Information for Refunds:

Name for Check to be made out to: _____

Address: _____